



Position title: HR Officer

Number: 1

Date: 17th April 2025

Work base: Head Office

Reporting to: Head of HR and Administration

Expected starting date: Any time

Employment Contract type: Open-ended contract.

About the ASA International (Rwanda) Plc:

ASA International (Rwanda) Plc (subsequently referred to as "ASA Rwanda") is a for-profit, deposit taking Microfinance Institution licensed by National Bank of Rwanda and incorporated under The Companies Act, No.103495622 in Rwanda in 2014 and started operations in 2016, currently serving small business through Loans and savings in 37 branches across the country. ASA Rwanda is a subsidiary of ASA International listed on London Stock Exchange, one of the world's largest international Microfinance institutions in the world operating in 13 countries in Africa and Asia.

As a financial company and ASA international (Rwanda) plc is mostly engaged to work for the low-income people of the country and as long as there is a possibility of financial irregularities in the activities, the company created a department/position to work to prevent any sorts of misappropriation.

Vision: Reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.

Mission: We have a strong commitment to financial inclusion and socioeconomic progress.

Objective: Providing Microfinance loans for business purpose to low-income entrepreneurs with an objective of improving financial inclusion and realize socioeconomic progress. Our loans provide an alternative to low-income entrepreneurs without access to credit from traditional banks. We provide these loans using the ASA Model.

a. Function summary

We are seeking a proactive and detail-oriented HR Officer to join our team. The successful candidate will be responsible for supporting and coordinating key HR functions with a primary focus on staff training and development, performance management, sustainability initiatives, and administrative correspondences. This role is ideal for someone passionate about employee growth, organizational effectiveness, and contributing to a sustainable workplace culture.

b. Duties and Responsibilities

1. Staff Training & Development

- Identify training needs across departments and assist in developing training programs and schedules.
- Coordinate internal and external training sessions, workshops, and e-learning programs.
- Track and evaluate the effectiveness of training initiatives.
- Maintain training records and ensure compliance with business standards.

2. Performance Management

- Support the implementation of the company's performance management system.
- Coordinate performance appraisal cycles and ensure timely completion of evaluations.
- Assist in analyzing performance data to identify trends and recommend interventions.
- Provide guidance to managers and employees on performance improvement plans.

3. Sustainability Initiatives

- Support HR-led sustainability efforts in alignment with the company's environmental, social, and governance (ESG) goals.
- Promote awareness and participation in sustainability activities within the workplace.
- Collaborate with other departments to ensure sustainable practices are embedded in operations.

4. Responsibilities regards to community programmes

- **Planning of the programmes:** Ensure they align with the Group's objectives, focus, and priority areas. Read more about programme planning in
- **Implementation of programmes:** Oversee execution, keeping an eye on the budget with the finance team. Read more about budget allocation in
- **Stakeholder management:** Include the invitation of all guests. Read about stakeholder engagement in
- **Monitoring progress:** Track the progress of programmes against set objectives. Read more about monitoring in
- **Monthly reporting:** Report to the Group Sustainability Team. Read about reporting in
- **Promotion and publication:** Promote programmes via various channels. Read more about public relations in

5. Administrative Correspondence

- Draft, format, and manage various HR-related correspondences including letters, memos and reports.

- Maintain accurate and up-to-date personnel records and filing systems.
- Liaise with employees, managers, and external partners on HR matters.
- Ensure HR communications are professional, clear, and consistent with company standards.

c. Education

- Bachelor's degree in Human Resources, Business Administration, or related field.

d. Requirements – Skills, Knowledge, Abilities – for HR Officer

- Being Rwandan by nationality;
- Minimum of 2–3 years of experience in an HR role with a focus on training, performance management, or administration.
- Strong knowledge of HR principles, practices, and employment laws.
- Excellent communication (verbal and written) and interpersonal skills.
- Results driven and staff focused
- Human resources management skills
- Be ready to work or travel anywhere in the country where ASA International (Rwanda) Plc has branches;
- Willing to work under pressure and ready to complete necessary jobs on time

Salary & Benefits:

- Market conforms salary and employment conditions.
- In-house Medical Insurance covering him/her and legal dependents as company policy
- Communication allowances as per company policy
- Monitoring allowance as per company policy
- Annual Salary Increment as per company policy depending on company profit
- Festival Allowance as per company policy

e. Application process

Cover Letter included the candidate's expected salary; Detailed CV; copy of Degree; Work certificates from previous employers; any other document that may prove a candidate's competency to the post; Copy of ID Card.

Applications should be addressed to the Chief Executive Officer of ASA International (RWANDA) Plc located in KIGALI City, GASABO District, Plot No. – 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, Kigali, Rwanda

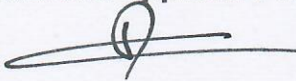
Online Application to be sent to asarecruitment@asarwanda.rw with subject line mentioning **HR officer**. Submission of Application should be before 29th April 2025 at

5:00 PM. Please note that only candidates with the needed qualifications and relevant experience will be shortlisted. If you do not hear from us in 2 weeks after the deadline, know that you are not meeting our requirements.

ASA International aims to attract and select a diverse workforce, ensuring equal opportunity to everyone, irrespective of race, age, gender, class, ethnicity, disability, location, and religion. Qualified women are particularly encouraged to apply.

Done at Kigali on 22nd April 2025

Signed and approved by:

A handwritten signature in black ink, appearing to be "C. Salifou".

**Christian SALIFOU
Chief Executive Officer**

ASA International (Rwanda) Plc

